



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Teachers Retirement System of GA Accounting Division Two Northside 75 - Suite 400 Atlanta, GA 30381	Application Number <b>82-62</b>	
Application Number <b>1</b>		Date Received <b>NOV 16 1981</b>	Date Completed <b>MAR 29 1982</b>
2. Person to Contact Joel Hubbard		Working Title Comptroller	Telephone Number 656-3297
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest      Latest 1964      To Date		5. Records Series Title (followed by title used in office, if different) TRS Benefit and Refund Cancelled Check Files.	
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created?  The Accounting Division maintains member accounts; edits and processes monthly and annual reports on member and employer contributions; agency purchasing and payroll; maintains general and subsidiary accounting records for the Georgia State Employees Retirement System and the Teachers Retirement System.			
7. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to:      paying retirement benefits to retired teachers or refunding contributions to members who withdraw from the system.  Included are:      cancelled checks.          File is arranged:      chronologically by fiscal year; thereunder chronologically by month cashed; thereunder numerically by check number.			
8. Monthly Reference Rate      How often are records referred to which are: One to six months old <u>60</u> ; Seven to twelve months old <u>40</u> ; Thirteen to twenty-four months old <u>25</u> ; twenty-five months and older <u>10</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) _____ Banker's Check Boxes 250			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record? for protection of citizens and past employees
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Local Bank - microfilm copy held seven years.
X		i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	-0- years.	d. Audit period	-3- years.
b. Statute of limitation	2 - 4 years.	e. Administrative need	30 years.
c. Federal law	-0- years.	f. Federal retention instructions	-0- years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Ga. Code 32-9912

See attached memo explaining administrative need

Ga. Code 27-601

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

##### Paper Copy:

Cut off file at end of each month and microfilm; destroy paper copy after verifying microfilm.

##### Security (Silver copy) microfilm:

Cut off end of each six months; then transfer to State Records Center; hold 30 years and 6 months; then destroy.

##### Reference Copy of Microfilm:

Hold in current files area 30 years and 6 months; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Dwight L. Billups</i>	11-9-81		
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	11-25-81
		Secretary of State/Designee	3-29-82
		Attorney General/Designee	3-24-82